

A/E CONTRACT MANAGEMENT - THE IDIQ CONTRACT

I. A/E Selection Process

IDIQ Selection Process:

Discussion on how we decide whether to use our own IDIQs, GSA's Environmental Schedule or Management, Organization, and Business Improvement Services (MOBIS) Contracts, other NPS or other Agency contracts. The biggest problem we have seen in this area is determining what is considered to be an actual A/E service and what is considered to be some other type of professional service, e.g. archeological services, drafting services, aerial photography, surveying, other planning services and does the Brooks Act apply. See FAR Subpart 36.601-4 for definitions.

The National Park Service follows the procedures prescribed in the Brooks Act, Public Law 92-582. The Act provides the framework under which architect and engineering services are procured. Once a need that can not be filled through existing contract sources is established, an announcement is published in GSA's Website, Federal Business Opportunities (FEDBIZOPS). The announcement provides information specific to the solicitation, e.g. types of projects to be accomplished under the proposed contract, geographic limitations if any, required professional disciplines, evaluation criteria that will be used for selection purposes, etc. **A/E selection procedures are set forth in FAR Subpart 36 602.**

Selection of firms for negotiation and contract award is based on demonstrated competence and qualifications of prospective contractors based on an evaluation board's review and evaluation of the information contained in the SF-254s and SF-255s, as well as current data files on eligible firms and discussions that are held with **at least three of the most highly qualified firms**. In most cases, technical interviews are conducted with the firms that are selected during the first round by the evaluation board. Technical interviews are usually held at the office of the prime. Final selection is made after conclusion of the technical interviews.

100% HUBZone Set-asides - FAR Clause 52.291-03 requires that with services, 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns. We also must interview at least 3 qualified firms in order to be in compliance with the Brooks Act.

100% 8(a) Set-Asides - Part 124 of the CFR (13FCR 124.510) requires that for services, the 8(a) contractor must perform 50% of the work with its own employees. We also must interview at least 3 qualified firms in order to be in compliance with the Brooks Act.

Selection Process for Individual Task Orders:

Discuss equitable distribution of work amongst multiple awardees, follow-on work vs competition requirements.

Harpers Ferry Website, includes policy on use of other office's contracts as well as a listing of all current and active NPS contracts <http://data2.itc.nps.gov/hafe/hfc/idiq,cfm>

II. Components of the IDIQ Contract

Describe the Uniform Contract Format

Cover Page SF-252 - Contract Number, Contract Date, Name of Contractor, Geographic Limitations, General Description of Services to be Provided

SECTION B -- Supplies or Services and Prices

B.1 Fixed Price Fully Burdened Rates for Base Year and all Option Periods

B.2 Minimum and Maximum Amounts

SECTION C -- Descriptions and Specifications

C.1 Statement of Work/Specifications

C.2 Document Standards

C.3 Standard Services

SECTION E -- Inspection and Acceptance

SECTION F -- Deliveries or Performance

Effective Period of Contract-Time and Materials, Labor-Hour, or Indefinite Delivery/Indefinite Quantity Fixed Rate Services Contract

SECTION G -- Contract Administration Data

G.1 Contract Administration

G.2 Fee and Payment

G.3 Equality of Placement

G.4 Request for Task Order Proposals

G.5 Travel

G.6 Task Orders

G.7 Ordering Procedures

SECTION H -- Special Contract Requirements

H.1 Organizational Conflicts of Interest

H.2 Material and Workmanship

H.3 Use of Premises

H.4 Construction Contracts with Architect and Engineering Firms

H.5 Permits

H.6 Technical Direction

H.7 Key Personnel

H.8 Consultant Services and Consent

H.9 Responsibility of the Architect-Engineer Contractor

H.10 Work Oversight in Architect-Engineer Contracts

H.11 Requirements for Registration of Designers

H.12 Hold Harmless Clause

SECTION I -- Contract Clauses

Describe the general nature of the types of clauses in Section I.

III. What is contractually negotiable

Base contract - negotiable items include profit (weighted guidelines), overhead (FAR Cost Accounting Standards), escalation (Data Resources Inc and Global Insights), subcontractor and ODC coordination and handling fees, subcontracting, contract clauses.

Task Orders – level of effort, composition of A/E's design team, task order performance period, deliverables, estimated cost of construction (engineer's opinion of probable cost)

Discuss adding personnel or subconsultants to base contracts and what we require from the contractor and/or requestor.

Discuss out of scope issues, e.g. archeology in design contracts, Service Contract Act Requirements, etc.